



**Office of State Courts Administrator**  
**P.O. Box 104480**  
**2112 Industrial Drive**  
**Jefferson City, Missouri 65110- 4480**

**AMENDMENT 002****RFP NO. OSCA 14-042****TITLE: Specialized Treatment Provider  
for Treatment Court****ORIGINAL ISSUE DATE: February 24, 2014****CONTACT: Beth Rodeman****PHONE NO.: (573) 522-2617****FAX NO.: (573) 522-6152****E-MAIL: osca.contracts@courts.mo.gov****RETURN PROPOSAL TO:****(U.S. Mail)****Office of State Courts Administrator****Attn: Contract Unit****PO Box 104480****Jefferson City MO 65110 - 4480**

or

**(Courier Service)****Office of State Courts Administrator****Attn: Contract Unit****2112 Industrial Dr.****Jefferson City MO 65109**

**MAILING INSTRUCTIONS:** Print or type **Contract Number** on the lower left hand corner of the envelope.

**CONTRACT PERIOD: DATE OF AWARD THROUGH JUNE 30, 2017****DELIVER SUPPLIES/SERVICES FOB DESTINATION TO THE FOLLOWING ADDRESS:****VARIOUS LOCATIONS THROUGHOUT THE STATE OF MISSOURI**

The contractor hereby declares understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all requirements and specifications contained herein and the Terms and Conditions Request for Proposal. The contractor further agrees that the language of this RFP shall govern in the event of a conflict with his/her proposal. The contractor further agrees that upon receipt of an authorized purchase order or when this RFP is countersigned by an authorized official of the Office of State Courts Administrator, a binding contract shall exist between the contractor and the Office of State Courts Administrator.

**SIGNATURE REQUIRED**

AUTHORIZED SIGNATURE 		DATE 9/7/2016
PRINTED NAME T. J. ALWELL		TITLE President
COMPANY NAME Centree Care, Inc.		
MAILING ADDRESS 1224 Fern Ridge Parkway, Suite # 305		
CITY, STATE, ZIP St. Louis, Mo. 63141		
E-MAIL ADDRESS centree@centreecare.com		FEDERAL EMPLOYER ID NO. 431428398
PHONE NO. 314-205-8068	FAX NO. 314-469-4507	

**NOTICE OF AWARD (OSCA USE ONLY)**

ACCEPTED BY OFFICE OF STATE COURTS ADMINISTRATOR AS FOLLOWS: In its entirety as amended.		
CONTRACT NO. OSCA 14-042-46		CONTRACT PERIOD Date of award through June 30, 2017
CONTRACTS MANAGEMENT ANALYST 	DATE 10/13/16	DEPUTY STATE COURTS ADMINISTRATOR 

AMENDMENT 002 TO RFP OSCA 14-042, March 2, 2016.

TITLE: SPECIALIZED TREATMENT PROVIDER FOR TREATMENT COURT

Prospective Offerors are hereby notified of the following changes and/or clarification:

Changes made to the following section:

2.06

2.4

2.9

2.17

2.18

2.4.2

2.7.2

Attachment 3

Attachment 4

- A valid, completed copy of the first page identifying the bidder and
- A valid copy of the signature page completed and signed by the bidder, the Social Security Administration, and the Department of Homeland Security – Verification Division.

4.9.1 The state of Missouri reserves the right to reject any offer which is determined unacceptable for reasons which may include but are not necessarily limited to (1) failure of the offeror to meet mandatory general performance specifications; and/or (2) failure of the offeror to meet mandatory technical specifications; and/or, (3) receipt of any information, from any source, regarding delivery of unsatisfactory product or service by the offeror within the past three years. As deemed in its best interests, the state of Missouri reserves the right to clarify any and all portions of any offer.

#### 4.10 Employee Bidding/Conflict of Interest

Offerors who are employees of the state of Missouri, a member of the general assembly, a statewide elected official, other political subdivisions or publicly funded institutions must comply with Sections 105.450 to 105.458, RSMo regarding conflict of interest. If the offeror and/or any of the owners of the offeror's organization are currently an employee of the state of Missouri, a member of the general assembly, a statewide elected official, other political subdivisions or publicly funded institutions, please provide the following information.

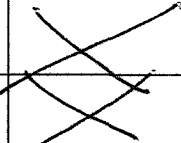
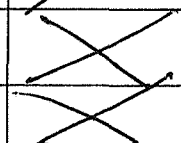
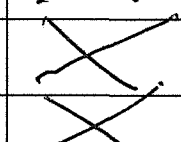

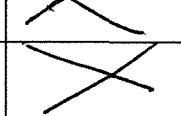
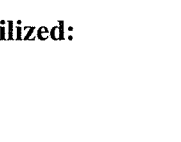
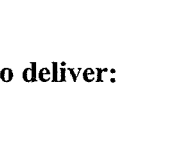

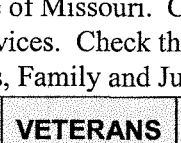
Name of State Employee, General Assembly Member, or Statewide Elected Official:		
	In what office/agency are they employed?	
	Employment Title:	
Percentage of ownership interest in offeror's organization:		_____ %

#### PRICING PAGE

The offeror must provide firm, fixed prices for the services identified below. Should a contract award be made based upon the offeror's proposal, the prices stated herein shall be legally binding for the entire contract period.

Service Description	Offeror Firm, Fixed Unit Price	Unit of Service
Assessment	350 <sup>00</sup>	Per assessment
Assessment option (Multi-axial)	375 <sup>00</sup>	Per assessment
Assessment update	125 <sup>00</sup>	Per assessment
Case Management/Community Support	20 <sup>00</sup>	Per ¼ hour
Communicable Disease Assessment/Education/Testing	<del>XXXX</del>	Per ¼ hour
Day Treatment	<del>XXXX</del>	Per day
Detoxification (Social Setting)	<del>XXXX</del>	Per day
Detoxification (Modified Medical)	<del>XXXX</del>	Per day
Early Intervention (Intake)	20 <sup>00</sup>	Per ¼ hour

Early Intervention (Group Education)	20 <sup>00</sup>	Per ¼ hour
Early Intervention (Motivational Interviewing-Individual)	20 <sup>00</sup>	Per ¼ hour
Extended Day Treatment	<del>X</del>	Per day
Family Conference	20 <sup>00</sup>	Per ¼ hour
Family Therapy	20 <sup>00</sup>	Per ¼ hour
Group Counseling (Associate SA Counselor)	10 <sup>00</sup>	Per ¼ hour
Group Counseling (QSAP)	10 <sup>00</sup>	Per ¼ hour
Group Counseling ( Collateral relationship)	10 <sup>00</sup>	Per ¼ hour
Group Education	10 <sup>00</sup>	Per ¼ hour
Group Education (Trauma Related)	10 <sup>00</sup>	Per ¼ hour
Individual Counseling	20 <sup>00</sup>	Per ¼ hour
Individual Counseling (Collateral Relationship)	20 <sup>00</sup>	Per ¼ hour
Individual Counseling (Co-Occurring Disorder)	20 <sup>00</sup>	Per ¼ hour
Individual Counseling (Trauma Related)	20 <sup>00</sup>	Per ¼ hour
Medication Services	60 <sup>00</sup>	Per ¼ hour
Medication: [Medication Assisted Treatment (MAT)]	<del>X</del>	Per prescription
Missouri Recovery Support Specialist (MRSS)	<del>X</del>	Per ¼ hour
Missouri Recovery Support Specialist Peer (MRSS-P)	<del>X</del>	Per ¼ hour
Relapse Prevention Counseling	20 <sup>00</sup>	Per ¼ hour
Residential Support	<del>X</del>	Per day
Treatment Court Day	20 <sup>00</sup>	Per ¼ hour
Virtual Counseling (Group)	<del>X</del>	Per ¼ hour
Virtual Counseling (Individual)	20 <sup>00</sup>	Per ¼ hour
Drug/Alcohol Testing: Sample Collection Only (Lab conf. only)	<del>X</del>	Per test
Sample Collection with 1-panel on-site provided by contractor	<del>X</del>	Per test
Sample Collection with 2-panel on-site provided by contractor	<del>X</del>	Per test
Sample Collection with 3-panel on-site provided by contractor	<del>X</del>	Per test

Sample Collection with 4-panel on-site provided by contractor		Per test
Sample Collection with 5-panel on-site provided by contractor		Per test
Sample Collection with 6-panel on-site provided by contractor		Per test
Sample Collection with 7-panel on-site provided by contractor		Per test
Sample Collection with 8-panel on-site provided by contractor		Per test
Sample Collection with 9-panel on-site provided by contractor		Per test
Drug Testing: Sample Collection and On-Site Test (Kit provided by Treatment Court)		Per test
Drug Testing: Breathalyzer (Equipment provided by contractor)		Per test
Drug Testing: Breathalyzer (Equipment provided by Treatment Court)		Per test

**Evidence Based Program and Practice curriculum being utilized:**

**Which Cognitive Behavioral intervention staff is qualified to deliver:**

Below is a list of the Judicial Circuits and Counties in the State of Missouri. Check either the applicable counties or the entire Judicial Circuit(s) that your agency shall provide services. Check the appropriate level of service and the applicable gender that shall be provided: DWI, Adult, Veterans, Family and Juvenile.

JUDICIAL CIRCUIT	COUNTY	DWI	ADULT	FAMILY	VETERANS	JUVENILE	MALE	FEMALE
1	Clark							
1	Schuyler							
1	Scotland							
2	Adair							
2	Knox							
2	Lewis							
3	Grundy							
3	Harrison							
3	Mercer							
3	Putnam							

## OSCA 14-042 Treatment Court Specialized Service Providers

4	Atchison							
4	Gentry							
4	Holt							
4	Nodaway							
4	Worth							
5	Andrew							
5	Buchanan							
6	Platte							
7	Clay							
8	Carroll							
8	Ray							
9	Chariton							
9	Linn							
9	Sullivan							
10	Marion							
10	Monroe							
10	Ralls							
11	St. Charles							
12	Audrain							
12	Montgomery							
12	Warren							
<b>JUDICIAL CIRCUIT</b>	<b>COUNTY</b>	<b>DWI</b>	<b>ADULT</b>	<b>FAMILY</b>	<b>VETERANS</b>	<b>JUVENILE</b>	<b>MALE</b>	<b>FEMALE</b>
13	Boone							
13	Callaway							
14	Howard							
14	Randolph							
15	Lafayette							
15	Saline							
16	Jackson							



## OSCA 14-042 Treatment Court Specialized Service Providers

17	Cass							
17	Johnson							
18	Cooper							
18	Pettis							
19	Cole							
20	Franklin							
20	Gasconade							
20	Osage							
21	St. Louis							
22	St. Louis City							
23	Jefferson							
24	Madison							
24	St. Francois							
24	Ste. Genevieve							
24	Washington							
25	Maries							
25	Phelps							
25	Pulaski							
25	Texas							
26	Camden							
26	Laclede							
26	Miller							

JUDICIAL CIRCUIT	COUNTY	DWI	ADULT	FAMILY	VETERANS	JUVENILE	MALE	FEMALE
26	Moniteau							
26	Morgan							
27	Bates							
27	Henry							
27	St. Clair							

## OSCA 14-042 Treatment Court Specialized Service Providers

28	Barton							
28	Cedar							
28	Dade							
28	Vernon							
29	Jasper							
30	Benton							
30	Dallas							
30	Hickory							
30	Polk							
30	Webster							
31	Greene							
32	Bollinger							
32	Cape Girardeau							
32	Perry							
33	Mississippi							
33	Scott							
34	New Madrid							
34	Pemiscot							
35	Dunklin							
35	Stoddard							
36	Butler							
36	Ripley							
37	Carter							
37	Howell							
37	Oregon							
37	Shannon							

JUDICIAL CIRCUIT	COUNTY	DWI	ADULT	FAMILY	VETERANS	JUVENILE	MALE	FEMALE
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## OSCA 14-042 Treatment Court Specialized Service Providers

38	Christian							
39	Barry							
39	Lawrence							
39	Stone							
40	McDonald							
40	Newton							
41	Macon							
41	Shelby							
42	Crawford							
42	Dent							
42	Iron							
42	Reynolds							
42	Wayne							
43	Caldwell							
43	Clinton							
43	Daviess							
43	DeKalb							
43	Livingston							
44	Douglas							
44	Ozark							
44	Wright							
45	Lincoln							
45	Pike							
46	Taney							

Note: Effective January 1, 2017, Taney County will become the 46th Circuit in Missouri. Until then, it will continue to be included in the 38th circuit.

## RENEWAL OPTION

The Office of State Courts Administrator shall have the sole option to renew the contract for in one (1) year increments or any portion thereof for a maximum total of five (5) additional years.

Prices for the renewal period shall be requested no later than 90 days prior the effective renewal.

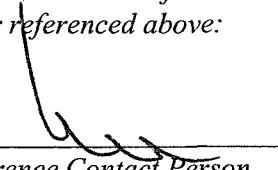
## EXHIBIT A

### PRIOR EXPERIENCE

The offeror should copy and complete this form for each reference being submitted as demonstration of the offeror and subcontractor's prior experience. In addition, the offeror is advised that if the contact person listed for the reference is unable to be reached during the evaluation, the listed experience may not be considered.

<b>Offeror Name or Subcontractor Name:</b> <u>Centree Care, Inc.</u>	
<b>Reference Information (Prior Services Performed For:)</b>	
Name of Reference Company:	<u>Millennium P.A.</u>
Address of Reference Company: <input checked="" type="checkbox"/> Street Address <input checked="" type="checkbox"/> City, State, Zip	
Reference Contact Person Information: <input checked="" type="checkbox"/> Name <input checked="" type="checkbox"/> Phone # <input checked="" type="checkbox"/> E-mail Address	<u>Dr. Franco Sienro</u> <u>314-298-0001</u>
Dates of Prior Services:	<u>2014, 2015, 2016 Avg of 4 hrs / week</u>
Dollar Value of Prior Services:	<u>varied</u>
Description of Prior Services Performed:	<u>Psychiatric Evaluations, Services &amp; collaboration</u>

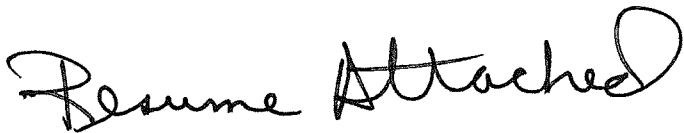
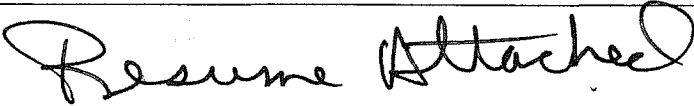
As the contact person for the reference provided above, my signature below verifies that the information presented on this form is accurate. I am available for contact by OSCA for additional discussions regarding my company's association with the offeror referenced above:

  
 \_\_\_\_\_  
 Signature of Reference Contact Person

6/2/16  
 \_\_\_\_\_  
 Date of Signature

**EXHIBIT B****PERSONNEL EXPERTISE SUMMARY**

(Complete this Exhibit for personnel proposed. Resumes or summaries of key information may be provided)

Personnel	Background and Expertise of Personnel and Planned Duties
1. <u>Ivy Alwell, MSN, APMH- CNS</u> (Name) <u>Clinical Director</u> (Title) <u>Medication Management</u> (Proposed Role/Function)	
2. <u>Brechana C. Bell</u> (Name) <u>Substance Abuse Counselor</u> (Title) <u>Substance Abuse Counselor</u> (Proposed Role/Function)	
3. _____ (Name) _____ (Title) _____ (Proposed Role/Function)	
4. _____ (Name) _____ (Title) _____ (Proposed Role/Function)	
5. _____ (Name) _____ (Title) _____ (Proposed Role/Function)	
6. _____ (Name) _____ (Title) _____ (Proposed Role/Function)	

6. _____ (Name)  _____ (Title)  _____ (Proposed Role/Function)	
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**EXHIBIT C**

**AFFIDAVIT OF WORK AUTHORIZATION**

Comes now Sylvia Kabin as President first being duly sworn on my oath  
(NAME) (OFFICE HELD)  
 affirm Centree Care, Inc. is enrolled and will continue to participate in a federal work  
(COMPANY NAME)  
 authorization program in respect to employees that will work in connection with the contracted services  
 related to OSA 14-042 for the duration of the contract, if awarded, in accordance with  
(RFP NUMBER)  
 RSMo Chapter 285.530 (2). I also affirm that Centree Care, Inc. does not and will not knowingly  
(COMPANY NAME)  
 employ a person who is an unauthorized alien in connection with the contracted services related to  
 \_\_\_\_\_ for the duration of the contract, if awarded.  
(RFP NUMBER)

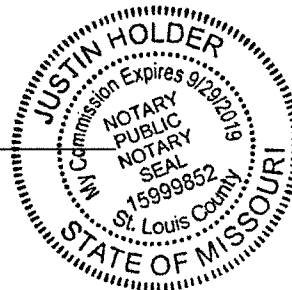
*In Affirmation thereof, the facts stated above are true and correct (The undersigned understands that false statements made in this filing are subject to the penalties provided under Section 285.530, RSMo).*

<u>Sylvia Kabin</u> Signature (person with authority)	<u>Sylvia McMahon</u> Printed Name
<u>President</u> Title	<u>06/08/16</u> Date

Subscribed and sworn to before me this 8<sup>th</sup> of June, 2016. I am  
(DAY) (MONTH, YEAR)  
 commissioned as a notary public within the County of Saint Louis, State of  
(NAME OF COUNTY)  
Missouri, and my commission expires on 09/29/19.  
(NAME OF STATE) (DATE)

Justin Holder  
Signature of Notary

06/08/16  
Date



**EXHIBIT D**

**MISCELLANEOUS INFORMATION**

**Outside United States**

If any products and/or services bid are being manufactured or performed at sites outside the continental United States, the bidder MUST disclose such fact and provide details in the space below or on an attached page.

Are products and/or services being manufactured or performed at sites outside the continental United States?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Describe and provide details:		

## EXHIBIT E

### Certification Regarding

### Debarment, Suspension, Ineligibility and Voluntary Exclusion Instructions

#### for Certification

1. By signing and submitting this proposal, the prospective recipient of Federal assistance funds is providing the certification as set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department of Labor (DOL) may pursue available remedies, including suspension and/or debarment.
3. The prospective recipient of Federal assistance funds shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective recipient of Federal assistance funds learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective recipient of Federal assistance funds agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the DOL.
6. The prospective recipient of Federal assistance funds further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may but is not required to check the List of Parties Excluded from Procurement or Nonprocurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the DOL may pursue available remedies, including suspension and/or debarment.



Certification Regarding  
Debarment, Suspension, Ineligibility and Voluntary Exclusion  
Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98 Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988, Federal Register (pages 19160-19211).

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS FOR CERTIFICATION)

- (1) The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Sylvia Kabir

Name and Title of Authorized Representative

Sylvia Kabir

Signature

06/08/16

Date

**ATTACHMENT 1**

**Please use the link below for current map of the operational treatment courts in Missouri:**

**<http://www.courts.mo.gov/page.jsp?id=271>**

**Click on “Missouri Treatment Courts by Circuit” to access the map.**

**ATTACHMENT 2****THIRD PARTY SAVINGS REPORT**

The contractor must submit a quarterly third party savings report to OSCA and each drug court, if requested. A separate report shall be completed for each quarter services were provided for each drug court. The report is due 30 days following the close of each quarter. At a minimum, the report shall contain the information outlined below.

Report for \_\_\_\_\_ Treatment Court.

Type of Treatment Court Adult/Juvenile/Family (circle one)

Quarter/year being reported: \_\_\_\_\_ / \_\_\_\_\_

(July thru Sept.) – (Oct. thru Dec.) – (Jan. thru March) – (April thru June)

<b>Third Party Savings Potential</b>	<b>Name of Insurer/Agency</b>	<b>Amount collected for co-payment or deductible</b>	<b>Total amount of savings to the Treatment Court</b>
<b>Insurance Coverage</b>			
<b>Deductible</b>			
<b>Co-Payment</b>			
<b>Co-Insurance</b>			
<b>Medicaid Coverage</b>			
<b>Other State Agency</b>			
<b>Other</b>			

**ATTACHMENT 3****Collector Standards****MISSOURI GUIDELINES FOR DRUG/ALCOHOL COLLECTIONS****Ten Principles of a Good Testing Program<sup>1</sup>**

1. Design an effective drug detection program, place the policies and procedures into written form (drug court manual) and communicate the details of the drug detection program to the court staff and clients alike.
2. Develop a client contract that clearly enumerates the responsibilities and expectations associated with the court's drug detection program.

<sup>1</sup> Carey, Paul, L. M.S. The Drug Court Judicial Benchbook. National Drug Court Institute (2011). Chapter 6 The Fundamentals of Drug Testing (p.113).

18104 Sunny Top Court  
Wildwood, MO 63038

Home: (636) 405-0933  
Cell: (314) 575-1157

## **IVY ALWELL**

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### **2/03-Present: APRN- Adult Psychiatric CNS** Centrecare, Inc., St. Louis, MO

- Responsible for both administrative and clinical functions in an outpatient behavioral healthcare facility
  - Intake-assessments on psychiatric and substance abuse patients
  - Treatment planning
  - Group, individual, & family therapy
  - Psychiatric evaluation, diagnosis and treatment within a collaborative practice
  - Prescriptive privileges
  - Supervision of clinical staff in the partial hospitalization and intensive outpatient programs
  - Organization policy & procedures
  - Quality improvement functions
  - Compliance to JCAHO and State standards

### **1997-12/03: Tenet Health Systems, St. Louis, MO**

#### **2/03-12/03: Registered Nurse, Emergency Room** St. Louis University Hospital-Tenet, St. Louis, MO

- Responsible for performing all aspects of emergency nursing care in a level one trauma center.

### **4/01-1/03: Director of Nursing, Behavioral Health Services** SouthPointe Hospital-Tenet, St. Louis, MO

- Responsible for the administrative and clinical operations of a 94 bed inpatient psychiatric unit.
  - Fiscal Management
  - Supervision of three nurse managers and 125 staff
  - Compliance to State and JCAHO standards
  - Hiring, firing, performance evaluations
  - Quality Improvement/Performance improvement
  - Program development

- Staff development
- Departmental policies/procedures
- Physician relations

**11/99-10/00: Staff Nurse, Acute Child-Adolescent Unit**

Spirit of St. Louis Hospital, St. Charles, MO

- Performed all aspects of nursing care related to the care of children and adolescents with behavioral disorders.

**Staff RN, Medical-Surgical Floor- SouthPointe Hospital-Tenet 6/98-**

10/99, and PRN 10/99-4/01

- Performance of all aspects of the nursing process and documented accordingly.
- Administering medications as prescribed
- Starting IV's and administering IV fluids
- Taking/noting physicians orders.
- Blood draws.
- Wound care treatment.
- Care plan formulation.
- Patient and family education.
- Charge nurse duties, as assigned.
- Assisting physicians and team members with treatments and procedures.
- Assisting in the orientation/preceptorship and development of nursing personnel and nursing students.
- Collaborate with physicians, multidisciplinary treatment team, the patient and the patients' family
- Float to all psychiatric units to include geriatric, adult, and child/and adolescent units.

**5/97-5/98: Staff RN, Psychiatry**

Lafayette Grand Hospital-Tenet, St. Louis, MO

- Performance of all aspects of the nursing process and documented accordingly.
- Administering medications as prescribed.
- Starting IV's and administering IV fluids.
- Taking/noting physician's orders.
- Multidisciplinary treatment plan formulation.
- Actively participated in treatment planning sessions.
- Psycho-educational and medication education groups.
- Coordination of all ECT treatments and member of the ECT treatment team.
- Developed, evaluated and implemented teaching plan.
- Wound care treatment.

- Psychiatric intake/assessment on patients presenting to the emergency room.
- Team leader for assigned patients.
- Charge nurse duties as assigned
- Crisis intervention.

**1996-2001                      Centrec Care, Inc.                      St. Louis, MO**  
**1997 to 4/01**

**Psychiatric RN**

- Intake/assessment on psychiatric and substance abuse patients.
- Determination of appropriateness for admission to partial hospital and outpatient programs, level and intensity of care.
- Obtained preauthorization for treatment on assigned patients.
- Psycho-education and medication education groups.
- Master treatment planning and reviews in collaboration with the patient, patient's family, attending physician and the multidisciplinary treatment team.
- Utilization review and quality improvement activities.
- Ensured compliance with JCAHO standards.
- Coordinated all activities and functions of the facility in preparation for JCAHO survey.

**1990-1995                      Centrec Care, Inc. St. Louis, MO**  
**Counselor**

- Intake/assessment on psychiatric and substance abuse patients.
- Group therapy and individual counseling.
- Participate in master treatment planning & reviews.
- Obtained pre-authorizations for treatment on assigned patients.
- Utilization review and quality improvement activities.
- Responsible for maintaining ongoing compliance to JCAHO standards.
- Coordinated and directed all activities related to JCAHO survey preparation and continued accreditation status.

**1988-1990                      Career Builders, Inc. St. Louis, MO**  
**Recruiter**

- Responsible for sourcing, recruiting, interviewing and placement of physicians. Serviced existing client needs.

**Education                      2001                      St. Louis University                      St. Louis, MO**  
 ▪ M.S.N., CNS-Psychiatry-Mental Health Nursing

**1996                      St. Louis University                      St. Louis, MO**  
 ▪ B.S.N., Bachelor of Science, Nursing



**1993                    St. Louis University                    St. Louis, MO**

- B.A., Bachelor of Arts in Psychology

**1982                    F.V. Community College                    St. Louis, MO**

- A.A.S., Associate of Applied Science in Dietetic Technician
- BLS, ACLS certified

**Office**                    Proficient in Microsoft word and Powerpoint. Typing speed of  
**Equipment**                    65wpm

**References**                    Furnished upon request.

## **BRECHANNA BELL**

35535 Evergreen Lakes Drive, Catawissa, MO 63015 Tel: 636-451-2544 Cell: 314-239-3645

### **PROFESSIONAL EXPERIENCE**

#### **Private Probation Officer**

2014 - Present

#### **Substance Abuse Counselor**

Meramec Recovery Center, Inc.

Union, MO

January 2002 to January 2013

Outpatient Substance Abuse counselor, working with client's in group and individual settings. I am also certified by the State of Missouri, Department of Mental Health to provide SATOP assessments, to determine what program they need to take and to teach the SATOP programs; ADEP, OEP, WIP, CIP, Level 4 and REACT.

#### **Bail Bonds Person**

Triple A Bonds

Warrenton, MO

1997 to present

- Professional Bail Bonds person, licensed in seven counties in the State of Missouri.

#### **Substance Abuse Counselor**

Comtrea, Inc.

Festus, MO

1992 to 2002

- Outpatient Substance Abuse Counselor.

#### **Postal Carrier**

United States Postal Service

Marthasville, MO

2000 to 2002

- Delivered mail for the United Postal Service.

#### **Substance Abuse Counselor**

Athena Residential Center

Desoto, MO

1999 to 2002

- Inpatient Substance Abuse Counselor.

#### **Substitute Teacher**

Meramec Valley Middle School

Pacific, MO

1992 to 2001

- Substitution for teachers.

#### **Adolescent Counseling Technician**

Riverside Hospital Counseling Center

Jefferson City, MO

1990 to 1994

### **CERTIFICATIONS**

ISAP, QSAP AND MASTERS

## **EDUCATION**

### **Lindenwood University**

Masters Degree in Professional Counseling

St. Charles, MO

July 2003

### **Missouri University of Columbia**

Bachelor's Degree in Criminal Justice, Minor Psychology

Columbia, MO

1988 to 1993

### **Eureka High School**

High School Education

Eureka, MO

1969 to 1973

## **VOLUNTEER EXPERIENCE**

### **Counselor**

Rape and Abuse Counseling Center

Jefferson City, MO

1989 to 1996

- Counseled victims of domestic violence.

## **SUMMARY OF QUALIFICATIONS**

Working for my degrees plus the experience gained from bail bonding and counseling have all given me an incredible sense of people and how to communicate best with them.

## **REFERENCES**

Available upon request

## **GENERAL OVERVIEW, SCOPE OF SERVICES, AND PERFORMANCE METHOD**

### **OVERVIEW OF CENTREC CARE:**

Centrec Care, a Joint Commission and State of Missouri Certified Behavioral Health Facility, provides treatment to adults afflicted with emotional and psychiatric disorders, alcohol, drug abuse and dependence, dual diagnosis and stress disorders, who do not require 24-hour supervision in a hospital setting. Centrec Care offers outpatient Detoxification, Day treatment, Intensive Outpatient Programs, medication assisted treatment- including Vivitrol and Buprenorphine services, therapy, and comprehensive case management services in Saint Louis and Franklin County (coming soon). Besides being cost-effective, such a program is therapeutically efficacious. Patient's continued adjustment is monitored on an ongoing basis, with assistance given in implementing skills learned. In addition to receiving therapeutic intervention and rehabilitative support, patients also learn to appropriately adjust to environmental stress. The result is enhanced performance in social, family and occupational life.

Centrec Care is seeking to offer its comprehensive programs and services to Drug Court in Saint Louis County, and Franklin County. If accepted Centrec Care's clinical staff will be trained to immediately adhere to the OSCA policy and procedures.

### **Understanding Cultural Diversity**

In servicing a culturally diverse population, we have found that understanding a patient's cultural background is essential in defining what will be effective treatment for that individual. Thus, we have made it an integral part of the intensive individual assessment of each patient at admission. We seek staff that has a broad range of experience and that have interacted professionally with patients of different backgrounds. We stress understanding cultural diversity in our regular in-house training of staff. This adds up to sensitivity and responsiveness to an individual patient, and to his or her uniqueness as a human being.

### **Growth of the Whole Person**

Our patients find that Centrec Care is not only a learning experience, but also a living experience. They work on new skills in a safe and supportive environment, and then are able to implement their learning experiences on a day to day basis. As they begin to deal with identified problems, achievement can be reinforced and failure re-evaluated under professional guidance. Through this simple process, Centrec's emphasis on family, community and the right care come together to support the growth of the whole person, which is the underlying force in the patient's achievement of autonomy and full reintegration into the community.

### **SCREENING/INTAKE/ADMISSION:**

A general inquiry form about the facility services is completed on all contacts made in person, by telephone or via walk-in. When such patients seek admission or a referral for

intake/evaluation is received from Drug Court representatives, a counselor completes an intake assessment to evaluate the patient's needs.

If a patient meets eligibility requirements, they will be assessed and a treatment recommendation will be made. For services that cannot be rendered, the patient is referred to an agency that is suited to his/her needs.

The Intake Assessment process is as follows:

- Confirmation of eligibility from Drug Court representatives will be obtained and assessment for services will be made.
- When a referral from Drug Court is obtained, clients will be provided with an intake assessment within 72 hours.
- All releases, forms, and orientation into the program- including rules and attendance guidelines are made to clients on admission.
- Clients sign/ countersign all necessary forms acknowledging understanding of treatment rules, objectives, plan, and releases.

#### **ASSESSMENT/ INTAKE ASSESSMENT & PSYCHO- SOCIAL ASSESSMENT:**

The Intake Assessment and Psycho- Social Assessment compiled by the counselor who interviews the patient seeking admission becomes a part of the total assessment upon admission.

This assessment contains:

- Presenting problems
  - Emotional and behavioral status
  - 5 Axis diagnosis
  - Current emotional/behavioral functioning
  - Destructive thoughts and history of substance abuse
  - Previous treatment history
  - History of physical abuse with significant medical history
  - Objective scores on Beck Depression, Anxiety, Hopelessness Scale, Dysfunctional Attitude Scale.
  - General assessment of functioning are also used to determine appropriateness for admission.
  - A preliminary treatment plan is also designed at this time.
- 
- If clients are in need of a higher treatment level than can be provided, Centrec Care staff will notify Drug Court, and obtain approval for a transfer of services as appropriate.
  - Assessment and narrative summary will be completed by a qualified clinical staff member and provided to the Drug Court within 10 days of program admission.

## **Psych-Social Assessment**

A psychosocial assessment is completed on every patient and documented in the patient's assessment form within 24 hours of admission. If a patient is readmitted within 6 months of treatment at the facility, a copy of the previous assessment is made a part of the patient's record after updating the interim history. The psychosocial assessment further elaborates the presenting problem; identifies physical problems; traces ethnic and cultural background; takes a full history of chemical dependencies and/or psychiatric history; elicits social and family dynamics with family history, sexual history, history of physical abuse; and obtains information on educational/vocational/social skills, employment history, legal status, activities and interests, spiritual needs, an assessment of the patient's strengths, weaknesses, and available support groups.

### **ASSESSMENT UPDATE:**

An assessment update will be completed upon readmission into the program. The updated assessment will include treatment plan and recommendation.

### **CASE MANAGEMENT:**

- Centrec Care's case management services work together with clients to link them into community support resources that will assist with ongoing recovery.
- Treatment plans are reviewed and documented/ signed by clinical staff members.
- Clinical staffing is held weekly and a review of ongoing client treatment is made and coordinated to Drug Court representatives.
- The Drug Court will be provided a summary of treatment including ongoing telephonic communication. Treatment reporting will include- client assessment, treatment plan/ treatment plan updates, relapse prevention plan and discharge summary.
- The clients Probation and Parole Officer will be kept informed of client status with progress updates.

### **DAY TREATMENT:**

Centrec Care operates Day Treatment programs throughout the day Monday through Sunday for Detoxification and Monday through Friday for all other programs.

Centrec Care offers three types of programs as Day Treatment.

1. Ambulatory Detoxification (up to 6 hours per day)
2. Partial Hospital Programs (up to 6 hours per day)
3. Intensive Outpatient Programs (up to 3 hours per day)



Appropriateness for client admission into the above programs is determined by severity of illness criteria that is outlined and approved by the Joint Commission and DMH.

Each program will work as a step up or step down based on the success of treatment plan goals and objectives being attained. If a client is unwilling or unable to work towards treatment plan goals, the Drug Court will be notified and client will face discharge from the program.

#### **AMBULATORY DETOXIFICATION PROGRAM:**

The ambulatory detoxification program is a non-residential service designed to systematically reduce physical dependence on alcohol and other drugs. The ambulatory detoxification program supports the individual's effort to reach and maintain a state of abstinence and provides motivation towards continuing participation in the treatment process. An adult patient who has addiction to alcohol, opiates, or other drugs of abuse, which has significant withdrawal symptoms requiring medical supervision during detoxification, will be suitable candidates for this program. There is a set protocol that is strictly adhered to for clients in this type of setting.

The detoxification of a patient will be conducted under the direct supervision of the Medical Director (physician) of the facility and by a competent team of nurses and therapists.

#### **PARTIAL HOSPITAL PROGRAM:**

Centrec Care's Partial Hospital Programs can be accessed for direct admission as a step-down from acute inpatient or residential care or as a step up from intensive outpatient or outpatient services. The partial hospital programs are used to treat mental health conditions, substance abuse disorders, and/or the treatment of co-occurring mental health conditions and substance abuse disorders. Partial hospital services are provided anywhere from five to seven days a week up to six hours per day.

The purpose is to provide intensive psychoeducation, interactive group sessions, medication management as needed along with individual therapy to stabilize symptoms of illness. These are individuals who experience acute symptoms or decompensating clinical conditions that severely impair their capacity to function adequately, and who may be at risk for inpatient hospitalization. The goal of treatment is to help individuals gain sufficient insight into their illness so they are able to effectively manage it. The continuing educational process will enable individuals to build a stronger foundation enabling them to achieve their optimum level of functioning. Family involvement in this process of growth remains an integral part of this program.

#### **INTENSIVE OUTPATIENT PROGRAM DESCRIPTION:**

The intensive outpatient program is a structured program that provides services for three hours per day two or more days per week. Intensive outpatient programs are used as a step up

from routine outpatient services or as a step down from the partial hospital program for substance abuse, or dual-diagnosis disorders. Clients can also be directly admitted into this program.

#### **GROUP THERAPY:**

Centrec Care offers group sessions that are goal oriented and directly related to the clients treatment plan and ongoing abstinence from drugs/ alcohol.

#### **INDIVIDUAL THERAPY:**

Individual therapy, including with family members (family therapy) is offered to clients. This level of care is indicated when clinical evidence suggests a significant reduction in symptoms and/or improvement in the general level of functioning where treatment in a partial hospital or intensive outpatient program is no longer necessary, yet the patient requires ongoing treatment to maintain and enhance their treatment gains in order to achieve their optimal level of functioning.

#### **MEDICATION SERVICES:**

Centrec Care offers Medication Services and Medication Assisted Treatment as clinically appropriate.

Centrec Care's physicians prescribe medications that will be used for detoxification and anti-craving management. Medication can also be offered for any psychiatric co- occurring disorder.

#### **CO- OCCURING DISORDERS:**

Centrec Care has Psychiatric Advanced Practice Registered Nurses and Board Certified Psychiatrist(s) on staff and available to provide treatment for co- occurring disorders to all eligible Drug Court clients.

#### **TREATMENT COURT DAY:**

Centrec Care's clinical staff members will actively participate in any meeting if asked to do so by the Drug Court.

#### **DOCUMENTATION:**

Centrec Care utilizes The Joint Commission approved clinical record documentation- Advance Data Systems, a comprehensive Electronic Health Record information system.

STILL TO BE COMPLETED

Exhibit A: Prior experience needing to be completed

Exhibit B: Personnel expertise to be added

## **Evidence Based Practices**

✓ Addiction Severity Index (ASI) is an assessment instrument designed to be administered as a semi-structured interview in one hour or less to patients who present for substance abuse treatment. The instrument gathers information about seven areas of a patient's life: medical, employment/support, drug and alcohol use, legal, family history, family/social relationships, and psychiatric problems

✓ The Matrix Model is a structured, intensive outpatient approach delivered over a 16-week period, with ongoing aftercare. Matrix treatment involves coaching, educating, supporting, and reinforcing positive behavior changes. The model is based upon the best-established, empirically supported addictive disorder treatment principles that have been put into a set of clinical protocols. The basic elements include: 1) Therapist support; 2) Group and individual participation; 3) Twelve-step and other spiritual group involvement; 4) Relapse prevention and education; 5) Family involvement; and 6) Structure. The Matrix Institute offers manualized clinical protocols, which have been evaluated by the National Institute on Drug Abuse (N.I.D.A.), The Center for Substance Abuse Treatment (C.S.A.T.), and the National Institute on Alcoholism and Alcohol Abuse (N.I.A.A.A.).

✓ Medication Assisted Treatment (MAT) is clinically driven medical involvement in the treatment of addicts. It is based upon research showing improved outcomes for certain participants in the addiction and co-occurring populations. Medications such as buprenorphine for heroin addiction, Vivitrol and suboxone for alcohol and opiate cravings, and psychotropic medications for co-occurring psychiatric disorders have been found to increase client engagement in treatment, stabilize psychiatric symptoms, and improve overall outcomes.

✓ Relapse Prevention Model (RPM) is a behavioral self-control program that teaches individuals with substance addiction how to anticipate and cope with the potential for relapse. Cognitive techniques provide clients with ways to reframe the habit change process as a learning experience with errors and setbacks expected as mastery develops. Behavioral techniques include the use of lifestyle modifications such as meditation, exercise, and spiritual practices to strengthen a client's overall coping capacity.

Moral Reconnection Therapy (MRT) is a systematic, cognitive-behavioral approach designed to enhance social, moral, and behavioral growth in a progressive step-by-step fashion. MRT has been used successfully used with the criminal justice population. MRT is conducted exclusively in a group setting, which is well suited for focusing on shared problems and issues relevant to the group as a whole. MRT uses a very structured format that is easily teachable, goal-oriented, and task-driven. Studies have shown that MRT results in lower recidivism, improvements in personality variables, enhanced treatment compliance, and higher staff satisfaction.

Motivational Interviewing (MI) is an intervention to increase the likelihood of the adolescent's considering, initiating and maintaining specific change strategies to reduce harmful behavior. MI is founded on the principles of motivational psychology, client-centered therapy and stages of change in natural recovery from drug/alcohol dependency or addiction. It is a counseling style for eliciting behavior change by helping adolescents to explore and resolve ambivalence. The ambivalence is its central purpose, and the counselor is intentionally directive in pursuing this goal.

### 3.20 Audit and Records Clause

As used in this clause, "records" includes books, documents, accounting procedures and practices, and other data, regardless of type and regardless of whether such items are in written form, in the form of computer data, or in any other form. In accepting any contract with the state, the successful offeror(s) agree any pertinent state or federal agency will have the right to examine and audit all records relevant to execution and performance of the resultant contract.

3.20.1 The successful contractor(s) awarded the contract(s) is required to retain records relative to the contract for the duration of the contract and for a period of three (3) years following completion and/or termination of the contract. If an audit, litigation, or other action involving such records is started before the end of the three (3) year period, the records are required to be maintained for three (3) years from the date that all issues arising out of the action are resolved, or until the end of the three (3) year retention period, whichever is later.

3.20.2 The offeror agrees to fully cooperate with any audit or investigation from federal, state or local law enforcement agencies.

## 4.0 PROPOSAL INSTRUCTIONS AND REQUIREMENTS 4.1 Submission of Proposal

Organization of proposal: In order to provide optimal readability of the proposal by evaluators, offerors are strongly encouraged to organize their proposal as follows:

- ✓ Transmittal Letter — *General Overview letter*
- ✓ Table of Contents
- ✓ Signed RFP and RFP Amendment Cover Pages — *make sure pg 2 of 52 is signed*
- ✓ Pricing Page
- ✓ Renewal Options
- ✓ Exhibit A – Contractor's References — *need their signatures*
- ✓ Exhibit B – Personnel Expertise Summary — *attach resumes*
- ✓ Exhibit C – Affidavit of Work Authorization — *need notary sig pg 34*
- ✓ Exhibit D – Miscellaneous Information Exhibit — *need notary sig pg 35*
- ✓ E – Debarment Certificate — *need notary sig pg 37*

4.1.2 Offerors are cautioned that OSCA will not award a non-compliant proposal and, as a result, any offeror indicating non-compliance with any requirements, terms, conditions and provisions of the RFP will be eliminated from further consideration for award unless OSCA exercises its sole option to competitively negotiate the respective proposal(s) and the offeror resolves the noncompliant issues.

4.1.3 The offeror's proposal should include:

- An original document, plus two (2) paper copies. The front cover of the original proposal should be labeled "original" and the front cover of all copies should be labeled "copy".
- One (1) copy of their entire proposal electronically in either Microsoft® Word 2000 (or compatible) or PDF format. The electronic version may be e-mailed to [osca.contracts@courts.mo.gov](mailto:osca.contracts@courts.mo.gov) or on a CD and submitted with the original proposal.

### 4.2 Conciseness/Completeness of Proposal

It is highly desirable that the offeror respond in a complete, but concise manner. It is the offeror's sole responsibility to submit information in their proposals as it relates to the evaluation categories. OSCA is under no obligation to solicit such information if it is not included in the offeror's response. The offeror's failure to submit such information may cause an adverse impact on the evaluation of their proposal. Unnecessary information should be excluded from the offeror's proposal.